

STATINTL

Approved For Release 2001/05/01 : CIA-RDP80-01826R000700100008-0

DRAFT - 9 Dec 55

STATINTL

CIA NOTICE

NO [REDACTED]

PERSONNEL

## STATUS OF CIA MILITARY RESERVISTS

## 1. GENERAL

The Reserve Forces Act of 1955, PL 305, 84th Congress, directs the military services to maintain continuous screening of the Ready Reserve in order to ensure that no significant attrition will occur in event of mobilization. Changes in service policies and procedures necessitated by the provisions of this Act, promulgated or planned, make it necessary to review the military reserve status of Agency employees.

## 2. POLICY

a. As a result of agreements with the Department of Defense, reservist employees of the Agency will be utilized in a national emergency in one of the following categories, dependent upon the needs of the Agency and the qualifications and interests of the individual.

- (1) Category 1 - Ordered to active duty and assigned to the Agency to fill a CIA military manpower requirement approved by the Secretary of Defense. (Ready Reserve)
- (2) Category 2 - In exceptional cases, released from the Agency for active duty with the military, when the best interests of the Government and the individual are thereby served. (Ready Reserve)
- (3) Category 3 - Deferred from active duty to continue in their current civilian occupation. This category automatically results in assignment to the Standby Reserve in accordance with existing legislation. This, in brief, means that although the reservist remains subject to military control under appropriate conditions,

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Selective Service must first determine his availability for active military service. Standby Reservists who perform reserve training are eligible for and entitled to the award of retirement and promotion point credits just as in the case of the Ready Reserve, but it is not anticipated that they will be paid for such participation.

- b. Because of the importance of maintaining as many employee reservists as possible in a "ready reserve" status to meet CIA's immediate military requirements in event of mobilization, as well as to meet current operational requirements which develop from time to time, the election of Category (1) is encouraged unless continuation in a civilian capacity is clearly indicated in the interests of national security.

### 3. RESPONSIBILITIES

- a. Operating Officials\* or Heads of Career Services, as appropriate, are responsible for the initial determination as to utilization, with due regard for the qualifications and interests of the individual reservist and the needs of the organizational element concerned.
- b. The Director of Personnel is responsible for recommending the mobilization category to the Department of Defense with due regard for the needs of the Agency as a whole. He will furnish guidance and assistance to the

\* Operating Officials include: Chiefs of Senior Staffs and Area Divisions under the jurisdiction of the Deputy Director (Plans); Assistant Directors under the jurisdiction of the Deputy Director (Intelligence); and Chiefs of Staffs, the Comptroller, the General Counsel, and Directors of Offices under the jurisdiction of the Deputy Director (Support).

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Operating Officials concerned and will accomplish the coordination and direction required to ensure submission by 1 March 1956 of the information requested by the Secretary of Defense.

#### 4. PROCEDURES

- a. In accordance with Department of Defense agreements, the determination as to category must be made and listings submitted at the earliest practicable date. Therefore, it is desired that each employee reservist, except those on foreign field duty, complete the attached questionnaire and return it to the Operating Official concerned. In order to meet established commitments, completed questionnaires must reach the Office of Personnel not later than 1 February 1956. Employee reservists serving outside the United States will be placed in Category 1 (Ready Reserve) pending their return to the United States.
- b. Statements of preference concurred in by Operating Officials will be forwarded directly to the Office of Personnel. In the case of non-concurrence, the statement of preference will be forwarded, with reasons for non-concurrence, to the appropriate head of Career Service for decision. Individuals will be further consulted when it is not possible to accommodate the preferences stated.
- c. Individual statements of preference will be matched against CIA military requirements, first in the office of present assignment, and then in the Agency at large, before any commitment as to release can be made to the military service by the Agency.

DISTRIBUTION: AB  
All Employee Reservists

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TO : (Appropriate Operating Official)

SUBJECT: Statement of Preference as to Mobilization Assignment

In event of war or national emergency--

(1) I prefer to serve in Category (1), (2), (3). /Cross  
out numbers NOT applicable/

(Signature of Reservist) Date

Preference for duty and location (Category (1) and (2)  
only) \_\_\_\_\_

(2) I have no decided preference and will serve in whatever  
status my services may be most advantageously utilized.

(Signature of Reservist) Date

Remarks:

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Endorsement 1

TO : \_\_\_\_\_  
(Director of Personnel or Head of appropriate Career Service)

FROM: Chief \_\_\_\_\_  
(Office or Division)

1. Forwarded recommending (approval) (disapproval). [Strike out one]
2. Remarks:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Endorsement 2

TO : Director of Personnel

FROM: Chief, \_\_\_\_\_ Career Service

1. The statement of preference indicated is (approved) (disapproved).  
[Strike out one]

2. Remarks:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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